

BRANCH ADMINISTRATOR – PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Enthusiastic and pro-active team player with can-do attitude	Y	
Able to liaise with clients confidently and professionally	Y	
Highly organised	Y	
Minimum of 1 years administrative experience in a busy environment		Y
Intermediate Word, Excel and Outlook skills	Y	
High attention to detail	Y	
Strong and confident communicator with high level of written and spoken English	Y	
Previous experience working with an estate agency company		Y
Understanding of online marketing tools such as Google Adwords		Y